

ARLINGTON FINANCE COMMITTEE  
MINUTES OF MEETING  
TOWN HALL HEARING ROOM  
6/18/12

ATTENDEES:

Bayer*	Padaria	Jenkins	White	McKenna*
DeCoursey*	Connors*	Simmons*	Gibian	
Tosti*	Foskett*	Deyst*	Ronan	
Ferrara	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	Fanning	Carman*	Turkall*

\* Indicates present

VISITORS: Town Manager Adam Chapdelaine, Deputy Town Manager Andrew Flanagan, Comptroller Ruth Lewis

END OF YEAR TRANSFERS: Chapdelaine, using a handout that had been previously provided by email (Ref 1) explained that the only transfers required from the Reserve Fund are to fund the Special Election in July concerning leaf blowers. Other transfers are to cover retirement buyouts and some unexpected expenses. Chapdelaine recommended paying for these from unused salaries in several departments. Ref 1 includes a chart showing where each transfer originates and where it will be spent. Members expressed approval of the lack of any transfers to the Fire Department for the first time in many years.

VOTED to approve the transfers as described on the chart. Unanimous.

COMMITTEE: Next mtg Wed 9/12 will elect officers, receive & discuss a long range plan update from the Manager, and receive & discuss the master plan and how it should address the structural deficit. .

Peter Howard 6/26/12

cc FinCom Members, Town Web Site, Robbins Library

Ref 1 Year End Transfers



**Town of Arlington  
Office of the Town Manager**

Ref 1

Andrew P. Flanagan  
Deputy Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [aflanagan@town.arlington.ma.us](mailto:aflanagan@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**To:** Finance Committee  
**From:** Andrew P. Flanagan, Deputy Town Manager  
**RE:** FY 2012 Year End Transfers  
**Date:** June 14, 2012

---

Attached for your review and requested approval is a list of year end interdepartmental and reserve fund transfers. Also attached are memoranda from Department Heads justifying the need for the transfer requests.

Three of the requested transfers are necessary to fund the retirement buyouts of the former Town Manager, former Library Director and the former Council on Aging Director. The Board of Selectmen is requesting a \$300 transfer for the purposes of offsetting the cost of the Principal Clerk Typists' step increase. The requested funds are being transferred from other departments who have projected surpluses in their salary accounts resulting from vacancies throughout the current fiscal year.

The Police Department and Community Safety Support are requesting a transfer of funds from their salary accounts to expense accounts for the purposes of covering the costs of unanticipated expenses, maintenance of buildings and other equipment. If approved, CS Support will use the transferred funds to supplement the replacement cost of a police cruiser involved in an accident and to equip the marked fleet with Opticom traffic signal preemption devices.

The Town Manager's Office is recommending two reserve fund transfers to offset the cost of the materials and services needed for the July 19<sup>th</sup> Special Election. These materials and services will be received or rendered by June 30, 2012.

**FY 2012 End of Year  
Interdepartmental & Reserve Fund Transfers**

Department	Amount		Required	Transfer Source						
	Expense			Salaries	Police Salaries	Treasurer Salaries	CS Support Salaries	Assessor Salaries	Planning Salaries	Reserve Fund
Town Manager			\$51,756	\$45,656	\$6,100					
COA			\$15,394		\$7,900			\$4,494	\$3,000	
Libraries			\$4,000						\$4,000	
Police	\$103,000			\$103,000						
CS Support	\$25,000					\$25,000				
Town Clerk	\$5,530									\$5,530
Selectmen - Elections	\$5,400									\$5,400
Selectmen			\$300					\$300		
Total	\$138,930		\$71,450	\$148,656	\$14,000	\$25,000	\$4,794	\$7,000	\$10,930	



**Town of Arlington  
Office of the Town Manager**

Andrew P. Flanagan  
Deputy Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [aflanagan@town.arlington.ma.us](mailto:aflanagan@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**MEMO**

TO: Board of Selectmen & Finance Committee  
FROM: Andrew P. Flanagan, Deputy Town Manager  
DATE: June 13, 2012  
RE: Transfer Request – Retirement Buyout

---

The Town Manager's Office is requesting an interdepartmental transfer of \$51,756 to cover a projected deficit resulting from the retirement buyout of the former Town Manager.

The Town Manager's Office is projecting end of the year surpluses in the salary accounts of the Treasurer's Office and the Police Department and is recommending that funds be transferred from each of the department's salary accounts for the purposes of covering the deficit. The breakdown is as follows:

Department	Amount
Police	\$ 45,656
Treasurer	\$ 6,100
<i>Total</i>	<i>\$ 51,756</i>



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE BOARD OF HEALTH

Town of Arlington

27 Maple Street  
Arlington, Massachusetts 02476

Christine Connolly, MPH, CHO  
Director of Health and Human Services

Tel: 781 316-3170  
Fax: 781 316-3175

**MEMO**

TO: Andrew Flanagan, Deputy Town Manager

FROM: Christine Connolly, Director of Health and Human Services

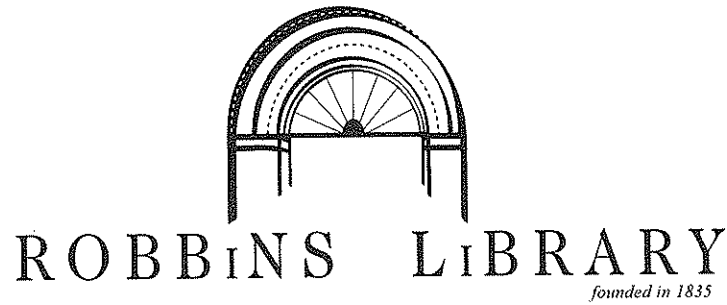
DATE: June 12, 2012

RE: Reserve Fund Transfer Request FY12

---

Due to the retirement of a long serving employee, the Council on Aging budget will require a reserve fund transfer to cover an impending deficit. The reserve fund transfer request is for former Council on Aging Director John Jope's buy out of *\$15,393.35 into COA Salaries 0154181-5100*.

Please do not hesitate to contact me should you need additional information regarding this matter.



**To:** Andrew Flanagan, Deputy Town Manager

**From:** Ryan Livergood, Director of Libraries

**Subject:** Year End Transfer Request

Due to the former Library Director's retirement, a retirement buyout of \$44,734.43 will be required to be taken out of the Library Department's FY 2012 Personnel Services Budget. Despite the fact that this was an unanticipated expense, the Personnel Services Budget will be able to absorb the majority of this expense. However, we have estimated the Library Department's FY 2012 Personnel Service Budget for FY 2012 will be short approximately \$4,000. Thus, I am requesting a transfer of \$4,000 into the Library Department's FY 2012 Personnel Services Budget.

Sincerely,



Ryan Livergood

# Arlington Police Department

**Frederick Ryan**  
Chief of Police



POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900

*Town of Arlington*  
MASSACHUSETTS 02474

Date: June 13, 2012  
To: Andrew Flanagan  
Deputy Town Manager  
From: Frederick Ryan  
Chief of Police  
Re: Fiscal 2012 Year End Transfer Request

---

Please consider the following fiscal year end budget transfers.

## Police Services

We are projecting an approximate 200k surplus in salaries due to vacancies and a deficit in police expenses. The expense deficit is largely due to unanticipated mechanical and systems failures in the community safety building. We are requesting a transfer from salaries to expenses to cover the deficit. The following summarizes those unanticipated expenses:

- 40k (5202 Bldg Maintenance) – 2<sup>nd</sup> floor men's shower room failure resulting in flooding damage in the men's locker room, lavatory, and manufactured metal (suicide resistant) ceiling in the cell block below.
- 10k (5202 Bldg Maintenance) – cooling tower failure and other HVAC/mechanical systems failures
- 25k (5706 Medical) – medical fees due to unanticipated line of duty injuries
- 28k (5251 Teleprocessing) – acquisition of upgrade to town's Reverse 9-1-1@ system to Code Red@

Consequently, we are requesting a transfer from police salaries\_(0121081-5100) to police expenses (0121081-5200) in the amount of \$103,000.00.

## Support Services

Due to a substantial retirement buyout we were anticipating a 30k deficit. Good news is that we sought and received a 9-1-1 grant of \$57,024 for current fiscal year salaries that will more than cover the projected deficit. We had a recent police vehicle crash that resulted in a total loss of the vehicle and we settled with the insurance company for 15k. The replacement cost for the vehicle is 25k not including equipment/equipment transfer and related expenses. So as to avoid an adverse impact on the capital fleet replacement program we are requesting a 12k transfer from Support salaries to Support expenses to make up the difference between the insurance settlement and the actual replacement cost. Also, so as to avoid future police cruiser crashes we request and additional 13k transfer from Support salaries surplus to Support expenses to equip the marked fleet with Opticom traffic signal preemption devices.

Consequently, we are requesting a transfer from support salaries (0121281-5100) to support expenses (0121282-5249) in the amount of \$25,000.00.

*Proactive and Proud*

**Police Administration**

At this time we projecting an approximate \$400 surplus in this budget and no action is required at this time.

Thank you for your attention to this matter and please let me know if you have any questions.

*"Proactive and Proud"*





**OFFICE OF THE TOWN CLERK  
TOWN OF ARLINGTON  
730 MASSACHUSETTS AVENUE  
ARLINGTON, MA 02476**

**TOWN HALL  
OFFICE HOURS  
MONDAY, TUESDAY & WEDNESDAY  
8 A.M. TO 4 P.M.  
THURSDAY - 8 A.M. TO 7 P.M.  
FRIDAY - 8 A.M. TO 12:00 P.M.**

**STEPHANIE L. LUCARELLI  
TOWN CLERK**

**TELEPHONE  
(781) 316-3070**

May 29, 2012

Mr. Allan Tosti, Chairman  
Finance Committee  
38 Teel Street  
Arlington, MA 02474

RE: Budget Transfer

Dear Mr. Tosti:

I am requesting a transfer in the amount of **\$7,232.39** to cover the unexpected cost of the upcoming Special Town Election (July 19, 2012).

The amount our office would require immediately is **\$5,530.00** (Printing of Ballots, Shipping & Handling, Next Day Air and Overtime for Voter Registration Session). The rest would need to be appropriated in July, 2012.

The breakdown is as follows:

**COST OF A SPECIAL TOWN ELECTION  
2 p.m. to 8 p.m.**

**TOWN CLERK'S OFFICE**

Accuvote Ballot Printing	5,100.00
Election Coverage	150.00
Shipping & Handling	300.00
Election Supplies (Ink Cartridges, paper, Ribbons for Accuvote, etc.)	900.00
Next Day Air	25.00
<b>TOTAL</b>	<b>\$6,475.00</b>

**OVERTIME****VOTER REGISTRATION SESSION**

Karen                      4 hrs @ 26.05                      =                      104.20

**TOTAL                      \$ 104.20**

**THURSDAY ELECTION**

Janice                      3 hrs @ 34.68                      =                      104.04  
Karen                      3 hrs @ 26.05                      =                      78.15  
Nancy                      3 hrs @ 28.50                      =                      85.50  
Terri                      3 hrs @ 28.50                      =                      85.50

**TOTAL                      \$ 353.19**

**LEGAL NOTICES**

Registration Session      200.00  
Ad for Election              100.00

**TOTAL                      \$ 300.00**

**GRAND TOTAL (THURSDAY ELECTION)                      \$7,232.39**

Thank you for your cooperation in this matter.

Very truly yours,  
TOWN CLERK'S OFFICE

*Stephanie L. Lucarelli*

Stephanie L. Lucarelli  
Town Clerk

# OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR  
DANIEL J. DUNN, VICE CHAIR  
DIANE M. MAHON  
STEVEN M. BYRNE  
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

June 14, 2012

Andrew Flanagan  
Deputy Town Manager  
Town Hall  
730 Massachusetts Avenue  
Arlington, MA 02476

Dear Mr. Flanagan:

The Board of Selectmen is requesting a transfer from the Reserve Fund in accordance with Chapter 40, Section 6, Massachusetts General Laws.

The amount requested is \$5,400.00 (FY2012) to be transferred to Selectmen's Election Account - #0116282. The amount requested will be used for the Special Leaf Blower Election July 19, 2012.

## Special Leaf Blower Election Costs – FY2012

Constable	\$	200.00
Print/Dist. Warrant	\$	2,000.00
Postage	\$	1,500.00
EHS Coding	\$	1,000.00
LHS Coding	\$	700.00
<b>Total</b>	<b>\$</b>	<b>5,400.00</b>

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator



**Town of Arlington  
Office of the Town Manager**

Andrew P. Flanagan  
Deputy Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [aflanagan@town.arlington.ma.us](mailto:aflanagan@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**To:** Board of Selectmen & Finance Committee  
**From:** Andrew P. Flanagan, Deputy Town Manager  
**RE:** Transfer Request – Board of Selectmen  
**Date:** June 14, 2012

---

The Board Administrator has requested an interdepartmental transfer of \$300 to cover a projected deficit resulting from a step increase for the office's Principal Clerk Typist.

The Town Manager's Office is recommending that surplus funds from the Assessor's Office salary account be used for the purposes of covering the projected deficit.